# 📚 Clean up clinical entries for CTP — User Guide

This tool helps our team automatically book data. You simply enter a Book ID into a shared Excel file, and the system takes care of the rest — fetching the data, cleaning it up, and saving the results. The Book ID can be found in the web app URL e.g.  
  
http://sydwebdev139:8080/sparke/authed/courtBook.action?cmd=ctpMedicalChronologyClinicalEntries&objType=case&objId=**11493**

# ✅ What You Need To Do

### 1. Open the Excel File

• Go to the file: [\\v0050\inputs\book\_id\_queue.xlsx](file:///\\v0050\inputs\book_id_queue.xlsx)   
• Enter your Book ID in the BookID column.  
• Leave the Status column blank.

Here’s what it might look like:

|  |  |  |
| --- | --- | --- |
| BookID | Status | Processed |
| 11493 | Done | 2025-05-26 14:45:33 |
| 11737 |  |  |
| 11900 |  |  |

Only rows where the Status is **NOT** "Done" will be processed.

### 2. Wait for the Script to Run

• The system checks the Excel file every 10 minutes.  
• For each new Book ID, it runs the necessary steps automatically:  
 - Collects court book data  
 - Cleans and formats the information  
 - Generates a report  
 - Archives the results  
• You don’t need to do anything else — just let it run.

### 3. Check the Status

• After the Book ID is processed:  
 - The Status column will say Done  
 - The Processed column will show the date and time it was finished  
• If there's an issue, the Status will show Error

## ⚠️ Important Tips

• Please close the Excel file before the script runs. If it’s open, the system can’t update it.  
• Don’t change any other columns besides BookID

• If you want to re-run a book just delete the Status for the records that need to be re-processed  
• If you see an Error in the Status column, let your team know.